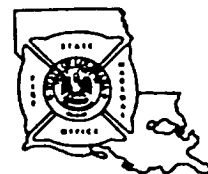




DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONS

Public Safety Services



J. "MIKE" FOSTER, JR.
GOVERNOR

V. J. BELLA
STATE FIRE MARSHAL

MEMORANDUM

TO: Plan Review Staff

FROM: Henry C. Reed, Sr.
Architect Supervisor

RE: Office Policy

DATE: June 24, 1996

All Architectural/Engineering staff members shall adhere to the following:

1. Establish labeled "IN" and "OUT" baskets for their office. All reviewed plans and all correspondence shall be picked up by the clerical staff. If you need baskets, talk to April Greene.

2. All facsimile transmissions will be handled by the clerical staff. Do not tell the public to transmit to the Administrative fax machine (Use the 925-4414 fax number). Attach a completed fax form to each document and place in your "OUT" basket.

3. Properly mark all correspondence. If you want copies of all pages in your reading file and not just the top cover letter, you should let the clerical staff know (Example below):

Return to Sender:

cc: Reading (All Pages)
District Inspection
Permit Office

4. Make sure all rolled or folded review packages have a project number on the exterior of the package.
5. Separate and clearly mark fire alarm contractors package and the Architect/Owner's package.
6. Clearly mark the standard comment review sheet with the words "Amended Letter" above the project number whenever applicable. Note that resubmittals with a new application and new project number are not amended letters. You cannot reuse the old project numbers when they pay for a new review.

7. Turn all time sheets into April Greene prior to 9:00 a.m. EVERY MONDAY!

8. Call Sam or Kelly for immediate pick up of expedited reviews.

OVERTIME AS
REGULAR TIME

6024

"Is Yours Working" ??

Smoke Detectors Save Lives !!

OFFICE OF STATE FIRE MARSHAL • 5150 FLORIDA BOULEVARD, BATON ROUGE, LA 70806
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